SNL Online Faculty Teaching Directives

The DePaul University Adjunct Faculty Information Sheet (Online) identifies responsibilities of online adjunct faculty. In addition to those requirements, faculty teaching for SNL Online are expected to follow the following directives:

1. Instructors are expected to ensure that they have consistently reliable broadband access to the Internet and email, and access to computer hardware and software that meets the SNL Online minimum technical specifications.
2. Instructors are expected to learn how to use the tools in the course delivery platform and how to teach according to SNL Online pedagogy, using training courses and materials provided by SNL Online and DePaul, prior to the beginning of the course.
3. Instructors are expected to participate in mentoring, if available, during their first online course, and to request assistance with problems from SNL Online staff and administrators.
4. Instructors will teach the online course using the course design and delivery platform provided by SNL Online, and assist in assessing and monitoring the currency and accuracy of the course and any related materials.
5. Instructors are expected to guide student learning by establishing timelines, entering due dates into the online course in appropriate tools, and regularly communicating with students using the online learning platform, email and other tools as needed.
6. The instructor is expected to notify SNL Online staff immediately if he or she will be unavailable to students and/or staff for four (4) or more consecutive days at any time during the course.
7. The instructor will refrain from identifying himself/herself as the author of the Online Course, unless he or she is in fact the author, or unless expressly agreed otherwise.
8. The instructor is expected to request approval from the Director of SNL Online and the author of the online course before making any modifications to the Content of the Online Course.
9. All adjunct faculty members are expected to familiarize themselves and comply with all applicable SNL and SNL Online policies and procedures. This includes information posted on the SNL website (http://snl.depaul.edu/People/Faculty_Forms/index.asp) and the SNL Online website (http://www.snlonline.depaul.edu/Faculty/fornewfaculty.asp).
10. Instructors should direct students to SNL Online if students need academic, financial, or technical support.
11. The instructor is expected to assess learning and competence attainment of students enrolled in the course utilizing the forms and format provided by SNL Online, including submitting grades online, within the university deadlines and completing SNL assessment forms within the SNL deadlines.
12. The instructor acknowledges that the SNL Online Director or staff may enter courses to address documented student or faculty problems, provided that the instructor is given prior notice.
13. The instructor will be the owner of any additional intellectual property developed independently to teach the course; however, the instructor has no
right to use, reproduce, publicly display, make derivative works of, or modify the course.

14. Instructors are expected to ensure that only students officially enrolled in the course are permitted to participate, unless otherwise explicitly authorized by SNL Online, and to report any irregularities to SNL Online.

15. Instructors are expected to refrain from charging students directly for materials or services related to the online course or using the course environment to promote/recruit regarding non-SNL related enterprises.

16. Instructors are expected to participate in periodic faculty development activities sponsored by DePaul and evaluation processes related to the ongoing improvement of SNL programs.